INSTRUCTIONS (2/13/14)
How to Enter Neighborhood Partners Fund Grant
Application on ZOOMGRANTS.com

1. To access information about the Neighborhood Partners Fund (NPF) Grant program, Log through the city of Las Vegas website (http://www.lasvegasnevada.gov/).

2. Select *Apply For*, *Grants*, then click on *Neighborhood Partners Fund Grant*. A page with information about the program will appear.

3. The very first time an applicant accesses the ZoomGrants program, he/she must go through this webpage and the link that will be found at the bottom of this page.   (You are able to enter ZoomGrants.com directly after this initial process.)

4. Scroll down to the bottom of screen to the "**READY TO APPLY ON ZOOMGRANTS.COM**" *Click* on the link that takes you to ZoomGrants.com:

   Access the 2014-2015 NPF Online (Click here for a direct link to Zoomgrants) (this link will take you to the application at ZoomGrants.com) All applicants for the NPF grant program must use this online system.

5. If it is your first time on ZoomGrants.com and you do not have an account, please enter your e-mail, password, first name, last name and choose "individual."

6. *Click* on NEW Account. If you have an account, enter the information on the appropriate fields on the screen. (*See screen example on next page.*)

7. **FOR APPLICATION TITLE, ENTER THE neighborhood association or HOA name, THEN YOUR PROJECT NAME (i.e., Park 1 lighting Project).** The data will be automatically saved anytime you make a change and click outside that field.

8. *Click* on the **Pre-Application tab** to complete nine basic required questions. Your neighborhood association or HOA must be registered with the city of Las Vegas and must be within the city of Las Vegas boundaries to qualify for this

grant.

9. Please *click* on **submit** button at top of the screen when done with pre-application questions. The questions tab, or rest of application, CAN ONLY be completed after the *Pre-Application* receives approval from the NPF program administrator. If information is missing or there is an inquiry as to pre-

New ZoomGrants™ Account Screen Example

Email	
Password	
First Name	
Last Name	
Account Type	○ Organization
	◉ Individual
	New Account

requisite criteria, the administrator will send an e-mail to you (the applicant), requesting the information.

10. *The pre-application stays in UNDECIDED mode until the information is received and the administrator APPROVES for next phase.*

11. **When the application moves from undecided to approval, ZoomGrants will generate an e-mail, announcing approval of *pre-application*.**

12. **Access the *questions* tab to** continue answering the required application questions.

    ZoomGrants.com allows you to cut and paste the *questions* (screen) into Word, so you can edit your entries using word tools. These entries can later be cut and pasted back into each of the application questions on ZoomGrants.com.

13. **Download and complete up to six documents (*document*s tab)** that are required as part of the application. To access the blank document forms, click on the documents tab. Please download each form, enter the required data and upload to its appropriate location on the documents screen using the tools provided.

14. Forms that require a signature (i.e., application certification page, location permission letter, donation pledge letters or vendor quotes should be uploaded as PDF files. Other forms can be created in word and uploaded in the same format. If you have a problem with this process, please contact at 229-6681 or attend an informational workshop for directions.

15. ZoomGrants will permit applicants to change information in any of the fields as long as the application has not been "submitted." That means, you have not clicked on the **"submit"** button.

16. More information is being provided during six workshops scheduled throughout the city.